

## **Project: Mayor's Conversation Corp's Job Project Management and Youth Training Introduction**

The District Department of Environment (DDOE) administers the Mayor's Conservation Corps (MCC) employment program designed to introduce eligible District of Columbia (District) youth to green-collar careers and environmental and community improvement issues. MCC is part of the District's larger Summer Youth Employment Program, and offers youth participants substantive work experience in a variety of areas, including community cleaning and beautification projects, graffiti abatement, removal of trash from parks/neighborhoods, planting of trees and flowers, special projects with the Department of Parks and Recreation, community outreach and surveys. In addition to completing meaningful projects, students receive a combination of field-based training and classroom educational sessions designed to teach them about the broader environmental and community improvement context of their work. Ultimately, MCC benefits its participants by giving them productive and enriching work, while also improving the environmental quality and sustainability of the District's communities.

**DDOE is seeking qualified assistance to provide work sites for program staff and participants to meet on a daily basis throughout the program. Specifically, we are hoping that qualifying applicants will be able to provide the following:** 1) daily entry into the facility for staff check-in & check-out (8:30am – 5pm – Monday – Friday exempt holidays); 2) a safe and welcoming environment for MCC staff and youth workers (approximately 10 staff persons and 80 youth workers per site); 3) daily restroom accommodations for staff and youth workers; 4) entry into the facility in the event of inclement weather; 5) provide adequate space to conduct training for staff and youth workers once every other week (four times during the nine week program); and 6) adequate storage space for materials and equipment, such as lawn mowers, trash bags, edge cutters, rakes, etc.

**Approximate available funds:** \$150,000 (*pending availability of funds*) for multiple awards. Funding is available until funds are exhausted. The funding amount will be commensurate with the services delivered.

**Project Period:** Until August 30, 2010.

### **Project Description**

Mayor's Conservation Corp's 2010 will employ up to 4,000 District youth ages 14 to 21 assigned to community improvement projects across the District. MCC projects are field-based activities including, but not limited to, removal of trash from parks/neighborhoods, community cleaning and beautification projects, graffiti abatement, planting of trees and flowers, special projects with the Department of Parks and Recreation, and community outreach and surveys. Youth will receive training in specific tasks and general educational programming that offers a broader environmental context. Each project will emphasize measurable outcomes and general development of career skills.

MCC will take place from June 2010 through August 2010. Youth are assigned to teams of 12 (most likely by gender and age), with 1 to 8 teams assigned to a specific site or activity. Youth ages 14 and 15 can work a 20-hour week; youth ages 16 to 21 can work a 30-hour week. In the 2009 summer program for example, 14- and 15-year old youth worked 9 am to 2:30 pm Monday

through Thursday and 16- to 21-year old youth worked 9 am to 3 pm Monday through Friday. DDOE will provide a basic orientation reviewing MCC's policies and will coordinate program-wide functions, including payroll, supply delivery, and general orientation materials. DDOE will also provide uniforms (t-shirts/vests) for each youth and staff member.

### **Project Eligibility**

Funding is available to faith-based and other non-profit organizations. The applicant may apply to become a host site or partner with another organization to meet the site specific requirements listed above; however, both sites must be in the same general area (within a 3-4 block radius). Specifically, proposals will be accepted in the categories listed below.

### **Application Guidelines**

- Nonprofit organizations (as defined by Internal Revenue Code § 501(c)(3), incorporated to operate in the District of Columbia and providing direct services since at least October 1, 2008).
- Organization must be in good financial standing with the DC Office of Tax and Revenue and the Internal Revenue Service (IRS) as well as follow all appropriate charitable financial reporting standards.
- The applicant's facilities to be used during the performance of this agreement shall meet all applicable federal, state, and local regulations for their intended use throughout the duration of the program.
- The applicant must shall maintain current all required permits and licenses for the facilities; Failure to so shall constitute a failure to perform the agreement and be a basis for termination of the agreement for default.

### **Notes**

- Grantees will not be considered employees of the District.
- The grantee will expressly agree to indemnify and hold harmless the District and its related parties, including but not limited to its officers, agents and servants from and against any and all claims of liability, lawsuits, losses, claims, expenses, demands, or causes of action of any kind or character arising from or based on, or as a consequence of or result of, any act, omission or default of the grantee, its employees, its agents or its subcontractors, in the performance of the grant and incurred directly or indirectly on behalf of grantee or for any other property damage claims asserted for recovery of damage allegedly suffered.

## Criteria for Evaluating Proposals

Preference will be given to applications that met the requirements of this agreement:

1. Proposals are concise and clearly written. (20 points)
2. Present a concise, detailed and feasible plan for accommodating the staffing requirements. (60 points)
  - a. Present plan for facility entry and exit for staff during the programs hours of operation.
  - b. Provide adequate space to conduct training for staff and youth workers once a week.
  - c. Present a concise and detailed plan to ensure entry into the facility in the event of inclement weather.
  - d. Provide a clear plan of action to provide secure storage for materials and equipment, such as lawn mowers, trash bags, edge cutters, rakes, etc.
3. Provide daily restroom accommodations and maintenance for staff and youth workers (20 points)

If an organizational conflict of interest is found, the respective applicant will be disqualified from the competing for an award. "Organizational Conflict of Interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the Government, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage. "Person" as used herein includes Individuals, Corporations, Partnerships, Joint Ventures, and other business enterprises.

**Applications can be submitted no later than 5:00 PM, April 9, 2010.**

*E-mail submissions should be sent to: [Johnnie.Philson@dc.gov](mailto:Johnnie.Philson@dc.gov) (subject line should be "MCC Summer RFA Application)*

*Hard copy submissions can be sent to:*

Johnnie Philson  
Mayor's Conservation Corps  
District Department of the Environment  
1200 1<sup>st</sup> Street, NE, 7<sup>th</sup> floor  
Washington, DC 20002-3347